

Where to Label Office Furniture and Equipment

Cabinets

All vertical file cabinets may remain full. Place label on front of top drawer.

Remove and pack all items from storage cabinets. Label low cabinets on top and tall cabinets on front. If cabinet has interior removable shelves, place label on each shelf.



Desk & Chair

Place labels on top desk surface of both desk and return. Chair should be labeled on back or at base if chair back is fabric.

Be sure to label any under desk file cabinets on front of top drawer.



Bookcases

Put label on side of medium or tall bookcase. Place label on top shelf of short bookcase. If shelves from bookcase are removable place label on each shelf.



Lateral File Cabinets

Two and three drawer lateral file cabinets may remain full. For four and five drawer cabinets, empty top two drawers. Place label at front of cabinet on top drawer.



Conference Table & Chairs

Both conference table top and base should be labeled if top is removable. Label each chair on back or at base if back is fabric.



Desktop Computers

Label PC and monitor on front. Place mouse, power strip, keyboard, computer cables and small speakers inside plastic bag provided, and place label on outside of bag.



Printers & Copiers

Place labels for printers and copiers on front for larger machines and on top or side for desktop models.

Tape cables to outside of machine or place in plastic bag provided and label bag.

